Teen Alcohol Safety Program (TASP) Database Documentation

Introduction

Since 2000, first-time violations of Vermont's underage possession and drinking laws (7 VSA §656) result in a civil ticket, not a criminal citation. The goal of the law is to prevent risky underage drinking by encouraging youth to participate in the Teen Alcohol Safety Program, a substance abuse screening or assessment, and receive appropriate services.

Subsequent violations of the law are a criminal offense. A law enforcement officer also has the discretion to cite an individual under the criminal section of the statute (7 VSA §657) for a first-time violation.

The Teen Alcohol Safety Program (TASP) database enables law enforcement and court diversion program (which run TASP in each county) to track all violations of the law. Law enforcement officers and dispatchers can determine through the TASP database whether an individual has already been issued a ticket under 7 VSA §656. Law enforcement's timely entry of tickets into the database ensures that the database remains an effective tool.

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1. How to access: First Steps

1a. User Agreement

Your first step is to sign a User Agreement.

> *Information in the TASP database is confidential. All users must agree not to disclose any information contained in the database to anyone other than law enforcement officials and individuals with access to the database, and must agree to maintain the security of their password.*

Obtain a user agreement at
http://www.atg.state.vt.us/

- ➢ Scroll to the bottom left of the window and click on TASP Database
- ➢ On next page, click on users agreement
- ➢ Print a copy of the agreement, complete the information required, sign, and obtain your supervisor's signature.
- ➢ Return to the Attorney General's Office. The fax # is on the form.

You will then be emailed information about how to obtain the two usernames and passwords needed to access the database.

1b. Access through VIBRS or Attorney General's website

From the VIBRS website,
- ➢ Click on TASP DATABASE link on the left-hand section of the screen

OR

From the Attorney General's website
- ➢ Scroll to the bottom left of the screen and click on TASP Database

You will be brought to the next page, the middle section looks like this:

Additional Information

- Tasp Login - Open Link
- Helpdesk - Open Link
- TASP Database Users Agreement (pdf, 23k)
- TASP Recommended Ticketing Protocol (pdf, 13k)
- Court Diversion Contact List (pdf, 71k)
- More Additional Information

- ➢ Click on Open Link next to TASP Login

At this point, you will proceed to log-in providing your computer has the required Remote Access Interface. If not, install that software as described below. Otherwise, proceed to step 2 Log-in.

1c. Remote Access Interface

Your computer must have special software, called Remote Access Interface. The Remote Access Interface has most likely already been installed; if not, there will be an error message on the log-in screen that reads "You do not have the MetaFrame Presentation Server Client (ActiveX) for 32-bit Windows installed on your system. You must install the Client to launch the applications."

To install the Client, click on "MetaFrame Presentation Server Client" below the yellow triangle, as depicted on the next page.

> ➢ Click to open, not save, the installation. Select "yes" twice and then OK when done.

> ➢ Close the web browser and open it again to complete the installation process.

Web Interface for Vermont Attorney General

CITRIX®

? Login

Username: [   ]

Password: [   ]

[Log In]

Welcome

Please log in

To log in to MetaFrame Presentation Server, enter the credentials required, and then click Log In.

If you do not know your login information, please email helpdesk@atg.state.vt.us .

Message Center

The Message Center displays any informational or error messages that may occur.

⚠ If you do not have the MetaFrame Presentation Server Client (ActiveX) for 32-bit Windows installed on your system, you must install the Client to launch the applications.

Select the icon below to install the Client.

☐ MetaFrame Presentation Server Client for 32-bit Windows

Other Clients are available from the **Citrix Client download site**

2. How to Access: Log-in

The log-in process includes two steps as a means of security. You will use two different usernames and passwords, both provided to you by your supervisor.

2a. 1st Username and password

On the Web Interface for the Vermont Attorney General,
> Enter your username and password, as provided to you by your supervisor.

To obtain a username and password, you must first have signed a User Agreement (see page 1.)

The next webpage will include an Applications box and an icon below for the Teen Alcohol Safety Program Database as depicted here:

> Click on the purple icon labeled Teen Alcohol Safety Program Database. One click is sufficient.

Web Interface for Vermont Attorney General

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Applications

🏠Top 🔼Up

Teen Alcohol Safety Program Database

Welcome

MetaFrame Presentation Server Applications

Welcome to your personalized view of MetaFrame Presentation Server applications. The Applications box contains icons for the applications that you can use. Click an icon to launch an application. Click Refresh to view the latest applications. Click Settings to change your settings. Click a folder icon to display its contents. If you have problems using an application, please contact your help desk or system administrator for more information.

You will be brought to the main menu as depicted here:

2b.Second Username and password

➢ Enter your username and password, as provided by your supervisor

Once you've logged in, you will have two options under Menu Choices: "Law Enforcement" and "Change Password".

2c. Change Password within 30 Days

➢ The first time you use the TASP Database, click on "Change Password" and change the password. *If you do not change the password within 30 days, you will no longer have access to the database*. We also recommend that you change your password regularly.

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3. Adding a New Record and Viewing Data

Under Menu Choices, click on "Law Enforcement" to bring up the TASP Lookup – Law Enforcement Page.

You have four choices:
1. "Add New Record" This button is of a different colored grey – see explanation below
2. "View Data"
3. "Reports"
4. Close the page ("Close Form") which will take you back to the main menu

> ❖ **You must first View Data before Adding a New Record. The "Add New Record" button remains a lighter grey until you View Data <u>to verify whether an individual is in the database prior to entering a ticket for that person.</u>**

3a. Multiple Violations

Each county state's attorney has determined whether to allow individuals one or two violations under 7 VSA §656 (civil offense) before citing the individual under 7 VSA §657 (criminal offense.) Confirm with your supervisor the correct protocol for your county.

If you are entering tickets and there is already a record for an individual (or two, if you county state's attorney allows two citations under 7 VSA §656), then return the ticket to the law enforcement officer (LEO) who wrote it up. The LEO should re-issue a criminal citation to the person, under 7 VSA §657.

3b. View Data

Viewing data allows you to check if an individual is already in the database.

➢ Click on the black arrow on the right of the "Lookup by Name" box and type the first few letter of the person's last name. A list of names appears along with DOB and Driver's License numbers (PID).

➢ If the person you're looking for is listed, click on the name of the individual and click View Data. The record appears.

3c. Add New Record

To add a new record, you must first View Data to verify that the person is not already entered in the database. See top of page 6.

> ➢ Click on the black drop-down arrow and type in the first few letters of the person's last name.

> **If the person is in the database,**
> ➢ Click on his/her name and click on View Data, and the person's record will come up.
> ➢ Click on "Add Next Violation" to add a new record for that person.

> **If the person is NOT in the database,**
> ➢ Click on Add New Record and a blank record will come up.

> ➢ Enter the data as explained below.

Most of the fields are self-explanatory. Some important notes regarding selected fields follows:

PD/Ticket #: enter driver's license; if no driver's license, enter ticket number.

> DO NOT enter anything other than a driver's license or ticket number or other users will not be able to find this individual's record.

Age: calculated automatically when you enter DOB

Municipal Town Ordinances: some municipalities issue underage drinking tickets under their own municipal ordinance, not under 7 VSA §656. These tickets are comparable to 7 VSA §657 tickets and require individuals to participate in the Teen Alcohol Safety Program.

Date 657 issued: only enter date if a criminal citation under 7 VSA §657 is issued

Violation number: automatically generated

Time: military time

County: automatically generated once you enter the municipality

Other Violations: check if the individual was cited for any of these violations

Officer Number & Name: enter the officer number and the officer's name will be automatically generated. If the database won't accept an officer's number, then the officer is not in the database. Please contact us (**tasphelp@atg.state.vt.us**) with the officer's name, number, and department, and the information will be entered in the database.

Court Diversion Program: alphabetical dropdown list

Department Number & Name: enter the department number and department name will be automatically generated

Comments: enter any comments written by the law enforcement officer as this information will assist the Court Diversion program in developing the contract with the individual.

3c. When all data is entered

> ➢ Click on **Close Form**.

Undo Add - If you enter data and realize you don't want to save it.

Next Violation: if you want to add an additional record for the same person

Next Record or **Previous Record** refers to records of the same individual.

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4. Important Notes

If you need help or forget your password, contact **tasphelp@atg.state.vt.us.** Do not include names of individuals in any email to the tasphelp address.

When an individual dispatcher or officer who has had access to this database leaves your department's employment, contact us immediately (**tasphelp@atg.state.vt.us**) so we may remove that person from the system.

Contact Information:

      Teen Alcohol Safety Program, c/o Court Diversion
      Office of the Attorney General
      109 State Street, Montpelier, VT 05609-1001

      Administrative Assistant: 828-0245
      Court Diversion Director: 828-1360
      Fax: 828-2154